

# **2021**

## **LEESBURG PLANNING COMMISSION ANNUAL REORT**

*Leesburg*



## Introduction

The Leesburg Planning Commission is pleased to present to the Leesburg Town Council an annual report for the 2021 calendar year. The information contained within this report is a summary of cases reviewed by the Commission along with signature accomplishments for the year and an overview of anticipated actions in 2022.

Voting Members	
Gigi Robinson Chair	Ad Barnes
Al Barney, Vice Chair	Keith Reeve
Brian McAfee, Parliamentarian	Nick Clemente *(re-appointed 12/21)
Earl Hoovler	
David Miles (1/21—6/21)	Councilmanic Kari Nancy
Rick Lanham (7/21—10/21)	
Staff Liaisons	
Susan Berry Hill, Director	Karen Cicalese, Clerk

The Planning Commission would like to thank **David Miles** for his service to the Commission. David was re-appointed in January of 2021 and served through June of 2021.

The Planning Commission would also like to thank **Rick Lanham** for his service to the Commission. Rick was re-appointed in July, 2021 and served through October, 2021.

## Anticipated Work Program for 2022

There are several land development applications currently in the review process. At this time, active applications anticipated for Planning Commission review in 2022 include but are not limited to:

**Russell Branch Retail  
Hamblet Property  
751 Miller Drive**

**Meadowbrook Commercial  
Compass Creek  
Greenway Manor**

The Planning Commission will work on various Zoning Ordinance amendments as required. At this point, initiated amendments include:

**Homestay Amendments  
Food Truck Amendments  
Outdoor Dining  
Public Hearing Placard Content**

**Murals  
Doggie Day Care**

Town of Leesburg Department of Planning & Zoning

25 W. Market Street, Leesburg, VA 20176

[www.leesburgva.gov/planning](http://www.leesburgva.gov/planning)

## Capital Improvements Program (CIP)



The Virginia State Code requires that local Planning Commissions review a Capital Improvements Program (CIP) for consistency with the comprehensive plan. As such, every year the Leesburg Planning Commission reviews the draft CIP to see how it is proposed to implement the Town Plan and to make recommendations to the Town Council.

On February 4, 2021 the Commission held a public hearing on the CIP for FY 2022-2027,. The Draft was forwarded to Town Council with a recommendation of approval as presented.

### Anticipated Work Program for 2022

As a follow up to their work on the Legacy Leesburg Town Plan Update the Commission anticipates working on a comprehensive re-write of the Zoning Ordinance which is required when a municipality updates their Comprehensive Plan.

The Commission will be holding a number of training workshops throughout 2022 which will include topics such as:

- Traffic Impact Analysis Education
- Defensible Decision Making and Findings Development



## Overview of Cases Reviewed in 2021

The Planning Commission held **23** meetings in total during the 2021 Calendar year. During this time the Commission heard **two** Special Exception cases, **three** Rezoning /Concept Plan Amendment cases, **one** Town Plan amendment case, and **nine** Zoning Ordinance amendment cases.

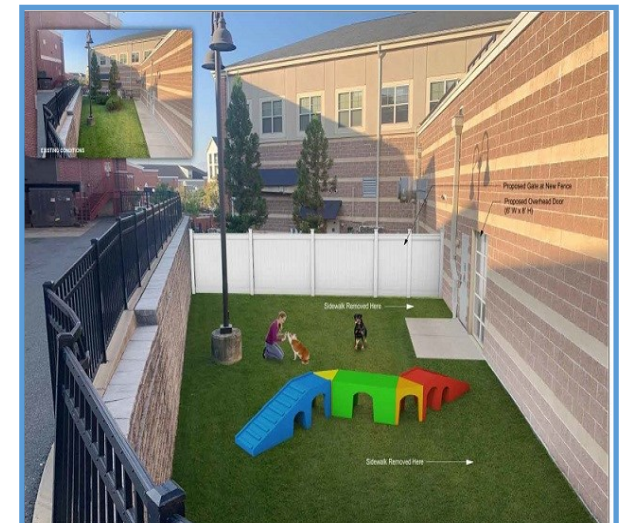
There were **five** land development applications reviewed in 2021 which is consistent with the number of cases reviewed by the Commission in 2020; but inconsistent with the number of cases reviewed in 2019 and the three years prior. In prior years, (prior to 2020) the Commission reviewed an average of 20 land development applications per year.

**Three** projects were carried over to additional meetings and these include the New Legacy Leesburg Town Plan, Virginia Village Rezoning, Special Exception and Town Plan Amendment, and the 2021 Batch Zoning Ordinance Amendment.

### Rezoning and/or Concept Plan Amendments and Special Exceptions:

#### **TLSE-2020-0003 Playful Pak**

A Special Exception application by Rappaport to lease approximately 4,050 square feet in Building B within the Village at Leesburg mixed-use development as well as 1,320 square feet to the rear of the building for a Doggy Daycare business with an accessory kennel.



# Overview of Cases Reviewed in 2021

## TLTA-2019-0001, TLZM-2019-0001, and TLSE-2020-0004 Virginia Village

This application filed by the applicant, Keane Enterprises, sought approval to rezone the 18.48 acre Virginia Village Shopping Center property to allow for a mixed use development. The proposal for this development included up to 165,800 square feet of non-residential uses and up to 643 residential dwelling units.



## TLZM-2020-0002 Floor & Décor

A rezoning/concept plan and proffer amendment application by Floor and Décor Outlets of America, Inc. that amended the existing proffers of the 97,000 sq. ft. former Wal-Mart site at Edwards Ferry Road NE and Heritage Way NE. This 11.5 acre parcel was zoned B-3, but administered as old B-2, based on proffers. Although allowable under existing B-3 zoning, the proffers associated with the site expressly prohibited Lumber and Building Materials sales, which is what the new use is classified.



# Overview of Cases Reviewed in 2021

## TLOA-2021-0003 Donation Boxes

This zoning text amendment was initiated due to concerns regarding the location of accessory donation boxes. Donation boxes were not previously listed in the Town of Leesburg Zoning Ordinance (TLZO) Sec. 9.2 Use Table, nor were they listed as an accessory use in TLZO Sec. 9.4 Accessory Uses. As a result of this, donation boxes were not permitted.



## TLOA-2021-0005 Administrative Review of Certificates of Appropriateness

These amendments to Article 7.5.6 expanded the number of projects eligible for administrative review in the Old and Historic District by the Preservation Planner without the requirement for a full public hearing and review by the BAR.

## TLOA-2020-0005 Fueling Stations with Convenience Store

Amended the PD-CC-SC District to include a new by-right use: Accessory Fueling Station with Convenience Store.



## TLOA-2020-0006 Spring Water Extraction and Bottling

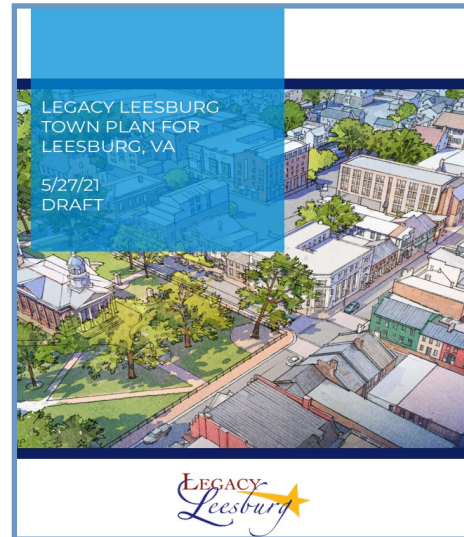
This amendment redefined the term "Agriculture" to clarify the production of bottled water from naturally occurring sources on farm property as a qualifying farm activity. This amendment established Natural Spring Water Extraction and Bottling Plant as a permissible use in the R-E Zoning District, with required setbacks, use standards, and applicable buffer yards and screening.

## Overview of Cases Reviewed in 2021

### Town Plan and Zoning Ordinance Amendments

#### TLTA-2021-0001 New Legacy Leesburg Town Plan

This application proposed a comprehensive update to the *Town Plan*. The new *Town Plan* will also incorporate other documents under separate cover including the Eastern Gateway District Small Area Plan and Crescent District Master Plan which were previously adopted, and a Streetscape Plan and Transportation Improvement Plan which will guide potential streetscape and transportation improvements in the Town.



The Planning Commission held an initial public hearing on April 1, 2021 and the Commission continued to discuss and evaluate Legacy Leesburg at 15 subsequent meetings. It was determined that a second public hearing, although not required by state law, would be in the best interest of incorporating and finalizing discussion of various changes that had been made since the initial public hearings. These changes include those made by the Planning Commission, the public, various Boards and Commissions of the Town, and staff.

The Planning Commission completed its work and certified the Document December 2, 2021.

#### TLOA-2021-0001 Zoning Ordinance Batch Amendments

This is a process of the regular review/amendment of the Zoning Ordinance for the purpose of keeping the Ordinance current, relevant, and comprehensible for users. This Batch incorporated State Code changes, use and interpretation changes, corrected errors, and addressed business/citizen requests.

## Overview of Cases Reviewed in 2021

### TLZM-2020-0005, TLZM-2021-0001, TLOA-2020-0004, and TLOA-2021-0007 20 Union Street NW

This 0.84 parcel was split between two zoning categories, R-HD and R-6. With this application, Loudoun County sought to consolidate the zoning of the entire parcel under R-HD which would also bring the entire parcel under the H-1 Old & Historic District Overlay. There are currently two structures on this parcel. The first is an historic African American two-story wood and stone schoolhouse known as the Former Douglas Elementary School, which dates to the mid 1880's and sat outside of the overlay district. The second building is a single story brick office building which sits inside the overlay district. With this rezoning, the historic schoolhouse was brought into the R-HD zoning designation and H-1 Old & Historic District Overlay.

